

Standard Request for Qualifications

Preliminary Engineering

for

Project No. S-0191(64)126
US-191; Moab to Colorado River

September 20, 2007

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. S-0191(64)126; US-191; Moab to Colorado River

SUMMARY SHEET

1. Project Number: S-0191(64)126
2. Location: US-191; Moab to Colorado River
3. ePM PIN No.: 6479
4. Requested Services: Preliminary Engineering
5. Source(s) of Funding: State
6. UDOT Project Administrator:

Alan M. Loiacono
RFQ Contract Administrator
Utah Department of Transportation
Consultant Services
Box 148490
4501 South 2700 West
Salt Lake City, Utah 84119-5998
Telephone 801-965-4804
aloiacono@utah.gov

7. UDOT Project Management

Kirk Thornock
Project Manager
Utah Department of Transportation
Region 4
1345 South 350 West
Richfield, Utah 84701
435-893-4732
kthornock@utah.gov

8. Advertisement Dates: Saturdays, September 22 and September 29, 2007.
9. Statement of Qualifications (SOQ) Due Date: **Thursday, October 18, 2007.**

Deliver 7 hard-copies and an electronic PDF file on a CD of the SOQ to the Utah Department of Transportation, Office of Consultant Services, 4th Floor NE Corner, 4501 South 2700 West, Salt Lake City, Utah 84119-5998 no later than 11:00 a.m. on **Thursday, October 18, 2007.**

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SOQ's will not be accepted after the 11:00 a.m. deadline.

10. Type of Statement Required: In accordance with *Utah Department of Transportation Guidelines for Preparing Standard Statement of Qualifications*.

The SOQ has a maximum page-limit of **ten** pages.

11. UDOT Selection Team Meeting: Friday, October 26, 2007.

12. Oral Interviews Date: Selection may be from SOQ scores; however, should the Selection Team determine it is necessary, the interviews will be held on Thursday, November 8, 2007.

13. Pre-negotiation Meeting Date: TBD

14. Negotiation Meeting Date: TBD

15. Notice to Proceed Date: TBD

16. Project Completion Date: Twelve months from Notice to Proceed.

Consultant Selection Schedule

Date	Day	Action
9/22/07	Saturday	Advertisement of RFQ in newspapers
9/25/07	Tuesday	Posting of RFQ on UDOT Consultant Services Project Advertisement website
9/29/07	Saturday	2 nd Advertisement of RFQ in newspapers
10/18/07	Thursday	Statements of Qualifications are due at 11:00 a.m.
10/26/07	Friday	UDOT Selection Team Meeting
11/08/07	Thursday	UDOT Consultant Selection Interviews
11/08/07	Thursday	Consultant Selection

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Appendix B: *Proposed Key Personnel to Be Used on UDOT Project Form*

The Form and an example of the completed form along with further descriptions of the column headings are available on the UDOT Website udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms” or udot.utah.gov/index.php?m=c&tid=28716

Appendix C: *Scope of Work*

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ADVERTISEMENT

NOTICE OF CONSULTANT SERVICES

The Utah Department of Transportation (UDOT) is seeking the services of a qualified Consultant for Preliminary Engineering Services, Project Number S-0191(64)126; US-191; Moab to Colorado River in Grand County.

If you are interested in submitting a Statement of Qualifications, information on the Request for Qualifications and Guidelines for Preparing a Statement of Qualifications will be available Tuesday, September 25, 2007 and may be obtained from the Utah Department of Transportation Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Project Advertisements" or udot.utah.gov/index.php?m=c&tid=614. **The deadline for submitting the Statement is 11:00 a.m. on Thursday, October 18, 2007.** The right is reserved by the Department to reject any and all Statements of Qualifications.

The Utah Department of Transportation encourages prime consultants to use DBE/WBE's as sub-consultants where practicable.

September 22, 2007

Utah Department of Transportation
John R. Njord
Executive Director

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Introduction - See **Appendix C** which includes:

- Scope of Work (Objectives and Tasks)
- QC/QA Plan Requirements
- Department Furnished Items

Project Dates:

Consultants are required to meet the dates set for the oral interviews and negotiation meeting. Consultants are also advised to meet the information submittal dates outlined in the summary sheet. Failure to meet these dates will be considered non-responsive.

Required Key Personnel Qualifications:

The Consultant shall be responsible to ensure that all personnel proposed under this Request for Qualifications (RFQ) be qualified through training, experience, and appropriate certification for the tasks assigned and shall have a working knowledge of Department standard practices.

The Consultant is expected to complete the form, *Proposed Key Personnel to Be Used on UDOT Project* (attached as **Appendix B** to this RFQ). The Appendix B should state the certification and education levels of the individuals proposed for use on this contract including sub-consultants' personnel. **The completed form must be included in statements but will not count as one of the allowed pages.**

Required Availability of Key Personnel:

When Consultants list personnel on Appendix B *Proposed Key Personnel to Be Used on UDOT Project* Form, the Consultant is agreeing to make the personnel available to complete work on the contract at whatever level the project requires.

Required Percentage of Work for Prime Consultant:

The Consultant must perform work valued at not less than **50%** of the total work, excluding specialized services, with its own staff. Specialized services are those services or items that are not usually furnished by a consultant performing the particular type of service contained in this RFQ.

Required Completion and Acceptance Criteria:

Progress payments will be made with a five-percent retainage of the invoiced amount for work in progress. Final payment, including any retainage, shall be made after all of the work has been completed and the final estimate, project records, and documentation have been received and accepted by the Utah Department of Transportation as accurate and complete. Penalties may be assessed for failure to perform in a satisfactory manner.

Applicable Federal and State Regulations:

The Consultant shall conform to all applicable state and federal regulations.

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Debarment Certification:

Federal regulations require certification by prospective participants (including contractors, subcontractors, and principals) as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with contract Standard Terms and Conditions.

Authorization to Begin Work:

Notice to proceed will be given by Consultant Services as soon as the contract is approved and signed by all parties and returned to Consultant Services.

Required Statement Contents:

The Statement from the Consultant should contain the information identified in the attached *Utah Department of Transportation Guidelines for Preparing Standard Statement of Qualifications*.

Statement Evaluation Procedures:

The Statement shall be evaluated by a Department Selection Team in accordance with the criteria described in the *Utah Department of Transportation Guidelines for Preparing Standard Statement of Qualifications*.

Conditions of Proposal:

All costs related to the preparation of the Statement and any related activities such as interviews are the sole responsibility of the Consultant. The Department assumes no liability for any costs incurred by Consultants throughout the entire selection process.

Disposition of Statements:

Statements become the property of the Utah Department of Transportation, are treated as privileged documents, and are disposed of according to Department policies, including the right to reject all statements. The statement of the successful Consultant shall be open to public inspection for a period of one year after award of the contract. Statements of Consultants who are not awarded contracts shall not be open to public inspection and will be destroyed once the contract is executed with another consultant.

If the Consultant selected for award has required in writing the nondisclosure of trade secrets and other proprietary data so identified, the Consultant Services Manager shall examine the request in the statement to determine its validity prior to award of the contract. If the parties do not agree as to the disclosure of data in the contract, the Consultant Services Manager shall inform the Consultant in writing what portion of the statement will be disclosed and that, unless the Consultant withdraws the statement, it will be disclosed. If the Consultant withdraws their Statement, the Consultant will not be awarded the contract.

Ownership of Documents: All tracings, plans, manuscripts, specifications, data, maps, etc. prepared or obtained by the Consultant as a result of working on this contract, shall be delivered to and become the property of the Department.

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Financial Screening:

The Department requires Consultants be Financially Screened prior to performing work for UDOT. **If a Consultant is selected and has not been financially screened and approved within two weeks after selection, the Consultant will be disqualified unless the delay is due to problems or delays by UDOT.**

The time it takes a Consultant to complete the Financial Screening process varies and therefore the Department encourages Consultants to submit their *Financial Screening Application* at the same time as their Statement of Qualifications or before.

Consultants may obtain the *Financial Screening Application* from the UDOT Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms" or udot.utah.gov/index.php?m=c&tid=287. For questions, contact the Consultant Services Accountant at 801-965-4138. A Consultant's Financial Screening status is effective for the period of one year from the time the Consultant is approved.

Preaward Audit:

In the event that a proposing consultant has failed to pay UDOT monies due to the Department for over payment on past projects, UDOT has the right to reject and/or disqualify the firm's statement of qualifications. Disqualification will be based on the audit findings, determinations, and recommendations made by the Department's authorized agent.

Insurance Certificates:

The Consultant is required to provide the Department with Certificates of Insurance referencing the project naming the Utah Department of Transportation and the State of Utah as additional insureds.

Subscription to the UDOT Consultant Services Update Service:

The Department recommends Consultants interested in proposing a Statement of Qualifications subscribe to the UDOT Consultant Services Update Service on the UDOT Web site udot.utah.gov under "Doing Business > E-Mailing Lists" or udot.utah.gov/index.php?m=c&tid=548&type=1&item=2048&d=full.

If there are any changes affecting the Request for Qualifications, notice will be sent out via an email through the update service.

Consultant and/or Corporate Logos or Branding

Consultant and/or corporate logos or branding identification may no longer be displayed in **public** documents or products produced for UDOT beginning July 1, 2005. It is UDOT's intent that consultants should place identifying information, in text format, in appropriate places in documents. This requirement does not apply to Statements of Qualifications. For specific questions or further guidance, please contact Gaye Hettrick, Consultant Services Manager, 801-965-4639 or ghettrick@utah.gov.

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Consultants and/or corporations are specifically restricted from placing logos or branding on the following items:

- Plan Sheets or Title Blocks;
- Environmental Documents;
- Standard UDOT Forms;
- Project Websites;
- Cover Pages;
- Headers/Footers; and,
- Information and Display Boards for Public Meetings.

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Appendix A

Guidelines for Preparing a Standard Statement of Qualifications

INTRODUCTION

These guidelines were developed to standardize the preparation of a Standard Statement of Qualifications (SOQ) by Consultants for engineering services on a project. Submitting an SOQ is the beginning of the selection process and is used as the basis for selecting or for short-listing Consultants. If the Department determines interviews are necessary prior to selection, a minimum of two and a maximum of five Consultants will be short-listed and invited to an interview by the Department.

The purpose for these guidelines is to assure consistency in format and content in the SOQ prepared by Consultants and submitted to the Department. Preparing an SOQ instead of a detailed proposal reduces the time requirements for the Consultants and simplifies the review process for Department personnel.

SOQ SECTIONS

The Statement of Qualifications should contain the following sections in the order listed.

1. Introductory Letter
2. Project Team
3. Capability of the Consultant
4. Approach to the Project
5. Appendix B

SOQ EVALUATION CRITERIA

The SOQ evaluation criteria are listed below in red.

1. Introductory Letter - The introductory letter should be addressed to:

Alan Loiacono
RFQ Contract Administrator
UDOT Consultant Services
4501 South 2700 West
Salt Lake City, UT 84119-5998

In **one page**, express your interest in the project, state qualifications to do the work, and recount any summary information on the project team or yourself that may be useful or informative to the Department.

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Include the mailing and e-mail addresses and phone number of the primary contact person for this consultant selection process in the introductory letter.

No evaluation points are assigned to this section and the introductory letter will not count as one of the allowed pages.

2. **Project Team** - The Selection Team will consider how well the qualifications and experience of the members of the project team relate to the specific project. The following information should be provided.
- Project team flow charts including sub-consultants (see sample *Project Organization Chart* available on the UDOT Web site udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms” or udot.utah.gov/index.php?m=c&tid=287 under *Project Organization Chart and Related Experience Charts*.)
 - Describe the qualifications, experience, and availability of key personnel on your proposed project team. (NOTE: Do not include percentages of availability as this may be misinterpreted.)
 - Provide a spreadsheet list of projects you have **completed** during the last five years. The heading of the spreadsheet should include the following (see sample *Related Experience* spreadsheet form available on the UDOT Web site udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms” or udot.utah.gov/index.php?m=c&tid=287 under *Project Organization Chart and Related Experience Charts*. Note: Columns may be combined in order to meet the font size and margin requirements.)
 - Name of Project Manager
 - Year
 - Type of Project
 - Project Name
 - Project Location
 - Project Description
 - Construction Estimate Cost - \$Million
 - Services Performed
 - Client
 - Reference Contact and Telephone Number

A maximum of 30 points is available for this section.

3. **Capability of the Consultant** - The Selection Team will evaluate the Consultant's capability to perform the work.
- Describe your firm's capability to perform the work.

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- Describe any unique qualifications your firm has to perform this type of work.
- Describe your firm's internal quality and cost control procedures.

A maximum of 30 points is available for this section.

4. Approach to the Project - The Selection Team will evaluate how well you have planned a basic course of action, what alternatives and/or preliminary approaches are proposed, and what provisions are identified for dealing with potential impacts, impediments, or conflicts. Explain the following:

- Describe the course of action proposed to meet the goals and objectives of the project. Be realistic, clear, and concise.
- Identify key project milestones.
- Identify potential impacts, impediments, conflicts, or potential mitigation.

A maximum of 40 points is available for this section.

5. Appendix B - The Consultant is expected to complete the form, *Proposed Key Personnel to Be Used on UDOT Project* (attached as **Appendix B** to this RFQ). The Appendix B should state the certification and education levels of the individuals proposed for use on this contract including sub-consultants' personnel. **The completed form must be included in SOQ but will not count as one of the allowed pages.**

When Consultants list personnel on Appendix B *Proposed Key Personnel to Be Used on UDOT Project* Form, the Consultant is agreeing to make the personnel available to complete work on the contract at whatever level the project requires.

SOQ FORMAT REQUIREMENTS

It is very important that submittals be clear, concise, and in the recommended format so they may be evaluated in an objective manner by the Department's Selection Team.

1. **Seven (7) SOQ Hard Copies** – (Number sequentially from one to seven on the upper right hand corner of the cover.)
2. **Electronic PDF File of SOQ on a CD** – (Labeled with the Consultant Name, Project Number, Project Location, PIN Number, and Submittal Due Date.)
3. **Color is allowed**
4. **8½" x 11" or 11" x 17" Page Sizes** – (Refer to No. 12 of SOQ Format Requirements for further details.)
5. **One (1") Margins** – (Exceptions: Consultant Name/Logo and Page Headers/Footers may be within margin)

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6. **10 Pt Font and 12 Pt Line Spacing, Minimums** – (The minimum font size is 10 point font or greater everywhere in SOQ including graphics, unless the graphics are a duplication from another source and the source is referenced. The minimum line spacing is 12 point.)
7. **Related Experience Chart and Project Organization Chart are required** – (The sample charts, *Project Organization Chart* and *Related Experience Charts* are available on the UDOT Web site udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms” or udot.utah.gov/index.php?m=c&tid=287.)
8. **Bind SOQ on 11” Left Side**
9. **Tab the SOQ Sections for easy reference of Selection Team members** – (Sections are the Introductory Letter, each of the evaluation criteria, and Appendix B. If you limit information on tabs to Section Identification, Project Number, Project Location/Description, Consultant Name/Logo, and/or un-enhanced photographs, then the tab pages will not count towards the page maximum.)
10. **Front and Back Cover Pages are allowed** – (Information on the front cover page is not restricted. Cover pages will not count towards the page maximum.)
11. **Appendix B is required** – (Appendix B will not count towards the page maximum.)

A maximum total of 100 points is available for the Standard Statement of Qualifications. **A one-point penalty will be assessed by Consultant Services for each applicable violation of the above (#1 through #11) format requirements for a maximum 11-point penalty per SOQ.**

12. **Ten-Page Maximum** – (The Statement of Qualifications has a maximum page limit of ten pages.)

A page is defined as a single-sided 8.5" x 11" or 11" x 17" sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics. **There is a limit of up to three 11" x 17" sheets.**

The Introductory Letter, Tab Pages, Appendix B, and Cover Pages will not count towards the page maximum.

Any SOQ that exceeds the Ten-page maximum will receive a three-point penalty per page over the limit.

UDOT SELECTION TEAM

The Selection Team members will receive copies of each SOQ submitted. They will review and score the SOQ's individually based on the evaluation criteria and submit their scores and comments to the Project Administrator. The Administrator will tally and compile the scores and comments. The Selection Team will then meet to discuss the scores and comments and determine whether interviews are necessary or whether the selection may be made based on the scores from the SOQ's.

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If the Selection Team determines interviews are necessary, the members will develop the format of the interviews in the Selection Team Meeting by completing the *Interview Format Worksheet*.

SELECTION INTERVIEWS

If the Department Selection Team determines interviews are necessary, the following project-specific topics may be some of the issues discussed.

- Understanding of the Work
- Approach to the Project
- Schedule Control
- Management of Project

“SELECTING BY CONSENT” PROCESS

The final selection process will be performed using the “Selecting by Consent” (SBC) process developed by the Consultant Selection Interview Process Quality Improvement Team officially implemented August 12, 2004.

The SBC process is a scoring process that aids the Selection Team in developing the final ranking of consultants through a collaborative process. In this process each segment and question of the interview is weighted in advance during the Selection Team Meeting. After the interviews are conducted, the Selection Team scores each segment and question by consent. Consent is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process. The final selection ranking of consultants is based on the final scores developed by the Selection Team using the *Interview Scores* spreadsheet.

For more information regarding this process and copies of the *Interview Format Worksheet* and *Interview Scores* forms, see the UDOT Web site udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms” or udot.utah.gov/index.php?m=c&tid=287.

SUMMARY

The Standard Statement of Qualifications (SOQ) should be clear, concise, and it should provide the Department's Selection Team Members with an understanding of the Consultant's and Sub-consultants' ability to undertake and complete the proposed project in a thorough and timely manner.

Proposed Key Personnel to Be Used On UDOT Project

Include all key personnel who are proposed to work on UDOT project including sub-consultants. Add additional pages if needed.

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Appendix C

A. SCOPE OF WORK

PROJECT OVERVIEW

The purpose of this project is to provide Plans, Specifications and Estimate for the advertisement of adding capacity to the corridor of US-191 from 400 North in Moab to the Colorado River Bridge and the pavement rehabilitation of the existing roadway. The intent of this project is to have at least four lanes of traffic when completed. Additions of Turn Lanes and Median Turn Lanes will be addressed with an as needed basis to ensure the project stays within budget. Also included in this project will be the design of a bike lane/trail in this same corridor connecting Lion's Park to 400 North in Moab. A survey and a sub-surface utility investigation of the corridor from 400 North in Moab to the Colorado River Bridge will be included. Major design challenges include utilities, right-of-way, drainage, and future development impacts within this corridor. Design of retaining walls and other hydraulic structures will be included. Coordination with Moab City and Grand County will be needed, along with coordination with FIGG, which is currently designing the new Colorado River Bridge and intersection improvement at SR-128 and US-191.

The Utah Department of Transportation (UDOT) is interested in the capability of the Consultant to perform a detailed design of the aforementioned corridor. UDOT is in need of a Consultant that is creative and good at developing the scope in partnership with UDOT, Moab, Grand County and other stakeholders. The Consultant shall show knowledge of UDOT's policies and procedures. The Consultant shall provide an anticipated schedule of all major milestones for the design process. The Consultant will discuss their experience working with right-of-way issues, drainage issues, and utility issues. The Consultant will also discuss previous projects that might have similar settings and give details of how the projects' final construction budgets compared to the Consultant's estimated budgets for construction. Please include a list of potential risks that could drive project costs up and how to best minimize these risks. Express ideas on how to minimize disturbance to the traveling public and landowners in the corridor during construction. It is the interest of the UDOT to minimize any right-of-way acquisitions to allow this project budget to be used on the roadway. The Consultant will be retained through the construction process to answer constructability and design issues.

The object of this corridor is to add capacity to this segment of US-191. The goal of this project is to construct as quickly as possible and stay within the given budget. This corridor will be constructed in accordance with the Environmental Document. An Environmental Assessment has been completed and a FONSI was issued in June of 2007.

The project will follow specific tasks from the UDOT's Design Process. Information listed below is a Scope of Work for the Consultant, which is to be used within the framework of the Design Process Manual and conforms to UDOT Standard Drawings, Standard Specifications, Special Provisions, Guidelines and UDOT Roadway Design Manual of Instruction. The Consultant must use the UDOT CADD Standards. The project will be conducted using English Standards. A Quality Assurance/Quality Control Plan will be developed by the Consultant and submitted as

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part of the "Scope of Work". The task list may be expanded or contracted in the negotiation process. The Consultant will be responsible to take all meeting minutes for all meetings attended by the Consultant and will be required to distribute the minutes to all attendees within 48 hours of the meeting. The Consultant will also be responsible to address any comments, correct, redistribute said minutes, and keep a project file of meeting minutes to insure all stakeholders' comments are addressed in the design of the project. Consultants will provide the UDOT Project Manager with a biweekly ePM update spreadsheet. The Consultant will be required to attend team meetings that will occur monthly at the minimum.

DESIGN PHASE

This information below contains points of emphasis and is not limited to the descriptions below. Refer to the UDOT Design Process Manual for added information about each task.

Task 02D DEVELOP MAPPING AND TOPOGRAPHY

A Complete ground survey of the project site will be needed for the design. The limits of the survey will include the right-of-way plus 50 feet outside the right-of-way on US-191 from 400 North in Moab to 1500 feet south of the Colorado River Bridge.

The survey will be done in accordance to Region Four Project Survey Standards and will include the following features:

- Topographic features (edge of roadway, drainage and irrigation features, crown lines, existing traffic control signs and striping, adjacent building corners, business signs, driveways, curb & gutter, sidewalks, structures, bike paths, flow lines and other break lines). Underground utility evidence and above ground utility as well, any markings that show locations of underground utilities.

Task 04D DEFINE PROJECT TEAM AND HOLD PROJECT KICKOFF MEETING

The Consultant will consult with UDOT to finalize the project team. Once the team is finalized, the Consultant Team will organize and hold a project kickoff meeting in conjunction with the project scoping meeting. The Consultant will prepare an agenda for this meeting and submit the agenda to UDOT prior to the meeting for approval. A project charter will be developed and signed by the project team as part of this meeting. A communication plan and communication chart showing points of contact and responsibility for conflict resolution will be prepared and distributed to the project team. A Public Involvement Plan, draft media relations plan, schedule, budget, and QC/QA will also be discussed during the meeting. Minutes of the meeting will be recorded by the Consultant and distributed to all attendees.

Task 10D CONDUCT SCOPING MEETING AND DEVELOP MINUTES

The Consultant will meet with key members of the project team to discuss project scope and confirm the feasibility of the concept recommendations. During the meeting, structure, roadway and intersection geometrics will be reviewed and discussed to determine compliance with recommended standards. A memo will be prepared suggesting any alterations to the roadway not included in the selected concept.

Once the tasks in O2D are completed, the Consultant will prepare a preliminary set of plans that identify the existing features of the roadway and adjacent improvements. The Consultant will then coordinate with UDOT to identify participants for a scoping team.

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Task 13D DEVELOP INITIAL ALIGNMENT AND STAKE CONTROL LINE

Develop initial horizontal and vertical alignment for both the roadway and bike path/trail. Once the alignments have been determined, transfer the horizontal alignments to the ground so additional features present but not noted in the preliminary design may be obtained from field reviews. The Consultant will be responsible for the development of horizontal and vertical alignment alternatives and all CADD work related to the alignment alternatives. The Consultant will coordinate and share information as needed with Grand County, Moab City and any other public and private entities as needed.

The Consultant will conduct and hold a meeting with the Project Manager, Region Preconstruction Engineer, Design Engineer, and Public Involvement Coordinator to discuss need for visual simulation.

Task 16D OBTAIN PRELIMINARY UTILITY AND RAILROAD INFORMATION

The Consultant will assist the Region Utility/Railroad Engineering Coordinator to assure that all utility and railroad companies located in the proposed project corridor of the project are notified and will request the utility and railroad companies to provide UDOT with updated plans of their facilities.

The Consultant will distribute a copy of the plans to all utility and railroad companies. Assist the Region Utility/Railroad Engineering Coordinator to insure all utility and railroad companies provide plans showing what utilities are within project limits. Include a due date when information is required.

Collect all information from utility and railroad companies for the project area. The Consultant will be required to do a Sub-service Utility Investigation, which includes detailed potholing in the right-of-way plus an additional 50' outside the right-of-way on US-191 from 400 North in Moab to the 1500 feet south of Colorado River Bridge.

Task 19D DEVELOP RIGHT-OF-WAY PLANS

Develop Right-of-Way plans, maps and documents.

Task 22D CONDUCT ROADWAY GEOTECHNICAL INVESTIGATION

Conduct all drilling and soil sampling. Obtain required approval from Resource Agencies. Conduct utility investigation (Blue Stake). Conduct drilling to prepare drill logs and obtain soil samples.

Task 23D CONDUCT ROADWAY GEOTECHNICAL TESTING

Conduct laboratory soil testing. Conduct all laboratory testing as requested by the Geotechnical Design Engineer to provide design recommendations for mitigations of slope/soil stability problems and surface soil conditions (settlement) problems caused by roadway embankment. Prepare a summary of test data and other charts and graphs as required.

Task 24D CONDUCT ROADWAY GEOTECHNICAL DESIGN

Conduct field reconnaissance and make recommendations for cut and fill slope design. Conduct geotechnical analysis.

Task 28D DEVELOP PAVEMENT DESIGN

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The Consultant will prepare a letter to the UDOT Region Four Pavement Engineer requesting a pavement design to be conducted by the Region Staff.

Task 31D PREPARE AND REQUEST DESIGN EXCEPTIONS

Submit the Design Exception request on the UDOT Standardized form with supporting documentation after the Scoping Meeting has been held. Evaluate the effects of the variance on the safety and operation of the facility in the documentation to justify retention of a substandard feature. These exceptions are noted on the Project Design Criteria (PDC) form.

Task 34D DEVELOP INITIAL ROADWAY PLANS

Prepare initial alternative alignments using base plans from concept activity and conduct initial field inspection. Assemble initial roadway plans for preferred alternative after its selection. The Project Design Engineer must incorporate all mitigation measures proposed in the environmental document into the roadway plans. The plans should incorporate the principles of Context Sensitive Solutions by addressing the transportation need, being an asset to the community, and being compatible with the natural and built environment.

Task 37D DEVELOP INITIAL HYDRAULIC PLANS

Complete the preliminary hydraulic design for the project, which includes:

- Making a field review
- Preparing hydraulic computation
- Determining size and placement of hydraulic structures
- Addressing environmental mitigation issues relating to hydraulics
- Conduct Field Review
- Hydrologic Design
 - Determine method of analysis and design frequency
 - Verify Design Concept with the Region Hydraulic Engineer, and Central Hydraulics (QC Process)

Task 38D DESIGN PHASE PUBLIC INVOLVEMENT

The Consultant will revise the Public Involvement Plan to allow for public acceptance of changes in the project. Identify and address the concerns of stakeholders throughout the project. This will include meetings with the stakeholders to address progress of the project. Design Public Involvement ensures that commitments made to stakeholders are incorporated into the design. The Consultant will coordinate with the Region 4 Public Involvement Coordinator.

Task 40D DEVELOP INITIAL LANDSCAPE PLANS

Prepare the Initial Wetland Mitigation and Landscape Plans. Prepare irrigation design and plans. Comply with the directions and guidelines referenced in the Roadway Design Manual of Instruction.

Task 43D DEVELOP INITIAL SIGNAL AND LIGHTING PLANS

Design the initial layout of the traffic signal and/or street lighting in accordance with CSS commitments.

Task 46D ESTABLISH PRELIMINARY UTILITY PLANS

The Consultant is required to:

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- Develop utility base maps using the utility location information supplied.
- Identify potential utility conflicts.
- Supply utility conflict information to utility companies at Joint Utility Committee and follow their process to obtain utility approval.

Task 49D DEVELOP STRUCTURES SITUATION AND LAYOUT PLANS

Verify existing and future geometry and determine new retaining wall geometrics within the allowances of the Environmental Document. Prepare the situation and layout plan of the proposed structure. Complete in accordance with the Structures Division Quality Plan.

Task 52D DEVELOP UTILITY PLANS

The Consultant updates the project plans obtained from engineering data, and makes any possible modifications on the design plans to avoid unnecessary conflicts.

Task 55D REVIEW ROADWAY PLANS/FIELD REVIEW

The Consultant shall prepare for and conduct the Plan-in-Hand meeting. The Consultant shall make copies of plans and distribute to project team members.

Task 56D REVIEW AND APPROVE STRUCTURES SITUATION LAYOUT PLANS

The Consultant will submit the Structures Situation and Layout plans to the UDOT Structures Division for review and approval.

Task 58D REVIEW MAJOR STRUCTURE HYDRAULIC PLANS

The Consultant and UDOT Region Hydraulics Engineer, and UDOT Central Hydraulics will verify all hydraulic design assumptions for major structures at this time including method of analysis, return frequency and existing conditions.

Task 61D PREPARE AND SUBMIT 404, DISCHARGE AND STREAM ALTERATION PERMITS

Prepare and submit 404 permit, NPDES Discharge permit, and Stream Alteration permit. Closely coordinate with lead respective agencies and obtain final approval from agencies for these permits. Consultant shall submit all necessary mapping, data, and other information needed for agency review.

Task 70D REVIEW LANDSCAPE PLANS

UDOT shall perform a review and provide written comments on the initial landscape plans. Those comments will then be given to the Consultant for revisions. The Consultant will also provide a review of the plans as part of the QA/QC plan.

Task 73D REVIEW LIGHTING PLANS

UDOT shall perform a review and provide written comments on the initial lighting plans. Those comments shall then be given to the Consultant for revisions. The Consultant will also provide a review of the plans as part of the QA/QC plan.

Task 76D CONDUCT UTILITY FIELD REVIEW

The Consultant will coordinate notice to invitees, distribute plans, and attend a field review meeting with UDOT and utility agencies in an effort to ensure all existing and proposed utility information is properly depicted on the project plans. After the field review and after comments

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are received, the Consultant will make the necessary changes to reflect the locations of utilities. A plan set containing the updated title, typical section, and plan and profile sheets will be submitted to the utility agencies for review purposes.

Task 85D CONDUCT INTIAL STRUCTURE SOIL INVESTIGATION

Exploratory holes are drilled and samples retrieved for first week's work. Any soil investigations beyond the first week must be charged as final soil investigation work.

Task 87D CONDUCT INTIAL STRUCTURAL SOIL TESTING

Test soils for Colorado River Bridge structure foundation. Any soils testing for additional structures must be reported to Activity 97D "Final Structural Soil Testing."

Task 88D FINALIZE PROJECT DESIGN CRITERIA FORM

Complete the Project Design Criteria form (PDC).

Task 91D FINALIZE LANDSCAPE MITIGATION PLAN

Design additional landscape mitigation to satisfy the requirements of the final environmental document, if required, and the commitments made to stakeholders.

Task 94D CONDUCT PROJECT DESIGN CRITERIA REVIEW

The Consultant assembles the PDC and submits it to the Region Preconstruction Engineer for review and signature.

Tasks Includes:

- Submit a copy to the UDOT Region Preconstruction Engineer for review and approval. The Consultant should expect at least one cycle of review with comments from UDOT in order to obtain an approved document

Task 98D DEVELOP STRUCTURAL GEOTECHNICAL DESIGN

Selection and analysis of the foundation for the required wall(s), retained earth structure, or slide correction. Prepare and submit the recommendations in a geotechnical report.

Task 99D REVIEW AND APPROVE GEOTECHNICAL REPORT

Review the Geotechnical Report. Submit the Geotechnical Report to the UDOT Chief Geotechnical Engineer for approval.

Task 07P DEVELOP FINAL STRUCTURE PLANS (STRUCTURAL WALLS)

Final Design of structural walls.

Task 10P DEVELOP FINAL STRUCTURE PLANS (MINOR STRUCTURES)

Complete final design of structures (box culverts, other hydraulic structures).

Task 15P FINALIZE HYDRAULIC PLANS

The Consultant shall verify that the Final Hydraulic Plan for the project is complete. Review all hydraulic computations and verify the size, type and location of all hydraulic structures. Verify receipt of permits for "Channel Changes" and "Encroachments on Flood Plains".

Task 20P FINALIZE ROADWAY PLANS

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Make final corrections based on previous review comments. Verify adherence to environmental commitments, agreements and permits; prepare quantity summaries and special provisions. The Region Environmental Engineer must notify the Chief Environmental Engineer by memorandum that all proposed mitigation measures have been included in the plans.

Tasks Include:

- Finalize Roadway Design Sheets
- Finalize all work on roadway plan package including utilities
- Finalize design for all permit mitigation
- Finalize Signing and Striping Plans
- Revise sheets according to comments from field review and traffic engineer's review
- Review for compliance with MUTCD
- Finalize Traffic Control Plans
- Set up phasing based on construction activities
- Time of advertising
- Estimated completion (length of contract days)
- Detours
- Flagging
- Road closure time
- Nighttime work
- Specifics for each phase and type of work
- Prepare engineer's estimate
- Prepare special provisions
- Check that all DSR items are covered and DSR is not violated
- Compute contract time
- Region Environmental Engineer reviews plans to verify commitments are included, and submits a memorandum to Chief Environmental Engineer clearing mitigation measures.

Task 25P FINALIZE LANDSCAPING PLANS

The Consultant will finalize the landscape plans and details, planting plans and details, and Special Provisions. The Consultant will also prepare a detailed Summary of Items to include in the plan set as required.

Task 30P FINALIZE LIGHTING PLANS

The Consultant will finalize the lighting plans by making revisions based on previous review comments from UDOT. The Consultant will prepare Final Plans and Details, a detailed Summary of Items, Circuit Schedules, Engineer's Estimate, and Special Provisions as required. The Consultant will also perform a QA/QC review of the final lighting plans.

Task 33P REVIEW FINAL STRUCTURE PLANS

Review and approve the final structure plans for major structures, minor structures, structural wall, or bridge rehabilitation.

Task 35P PREPARE UTILITY AGREEMENTS

Following approval of the final utility adjustments if any, the Consultant will assist UDOT with preparing agreements between UDOT and the utility agencies involved. The agreements will

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contain a description of the proposed adjustments and an estimated cost as well as the party responsible for payment of the costs.

Task 37P Prepare Lightning/Signal Agreements

The Consultant will assist UDOT with preparing the lighting agreement between UDOT and the Local Government involved.

Task 38P PS&E PUBLIC INVOLVEMENT

PS&E Public Involvement ensures the commitments made to stakeholders are incorporated into the design and the required level of stakeholder endorsement is achieved. It also establishes procedures necessary to gain the required level of public endorsement, provides documentation on the commitments made to stakeholders, and ensures they are passed on through the construction phase.

Tasks Include:

- Update Public Involvement Project File
- Document commitments made to stakeholders
- Update Public Involvement Plan
- Create the section for the Public Involvement Project File to incorporate CSS principles and commitments into the construction and maintenance phases

Task 40P CONDUCT FINAL RIGHT-OF-WAY REVIEW

Review the Right of Way plans and documents.

Tasks Include:

- Review the plans, documents and summaries for completeness and conformity to standards and procedures, and to environmental document.
- Certify by signing title block.
- Verify that the deeds of taking agree and conform to the method of ownership.
- Verify that all clauses used in deeds and easements are applicable to the construction needs of the project guidelines.
- Verify that all signatures are entered on the plans.
- Verify that all information required by UDOT Program Development for transferring highways to local governments is prepared.
- Verify that all features in the roadway plans that require right-of-way deeds and easements are included in right-of-way plans.

Task 45P CONFORMITY OF REVIEW OF RIGHT-OF-WAY PACKAGE

Complete transmittal package for Right of Way acquisition submitted to Region Right-of-Way Engineer / UDOT Right-of-Way Engineer.

Tasks Include:

- The Consultant will assist and work with the Region Right-of-Way Engineer to insure the following tasks are completed. The UDOT Right-of-Way Engineer is responsible for the following tasks:
- Verify that all project documentation and maps conform to Department standards and certify by signing title block.
- Verify that the project has been approved by FHWA or by the state.

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- Print and fold five (5) reduced sets of the Right of Way maps for the package.
- Prepare a transmittal letter describing the Right of Way Summary, the number of parcels and the maps. Prepare any letters documenting the action on the project. Send copies to the Region Right-of-Way Engineer.
- Transmit by letter all documents for transfer of highways and frontage roads to UDOT Records Manager.
- Verify that the Record of Survey Plat has been filed with the County Surveyor and the UDOT Right-of-Way Engineer.

Task 70P ASSEMBLE PS&E PACKAGE

The Consultant assembles the PS&E package.

Tasks Include:

- Check the submitted package for completeness.
- Incorporate plans, details, special provisions, and estimates from other divisions/departments.
- Check to see that all other requirements have been met.
- Prepare contract time in conjunction with the Resident Engineer and Project Manager for project: (Review UDOT policy)
 - A. Adjustment for time of year when contract is to be awarded
 - B. Adjustment for contractor to obtain environmental clearances for disposal/material/staging sites not cleared by UDOT in project environmental document.
- Submit total PS&E package to UDOT Project Manager

Task 75P PREPARE FOR & HOLD PS&E REVIEW

The Consultant will work with and assist the UDOT Project Manager to insure the PS&E package is complete. The UDOT PM will schedule the PS&E review meeting and review the project package with the Consultant. The Consultant will assist the PM as needed.

Tasks Include:

- The Consultant will assist the UDOT Project Manager to determine the PS&E team.
- The Project Manager schedules the review meeting.
- The Consultant will assist the UDOT Project Manager with notification to all parties involved.
- The Consultant completes the PS&E package with supplementals and distributes it to all parties involved.
- The Consultant will conduct the PS&E Review.
- The Consultant will prepare a report of the minutes of the Review, which will address each issue, and how it will be resolved. The report is distributed within one week of the meeting to those who attended the review.

Task 80P MAKE PS&E REVISIONS/ADDITIONS

The Consultant will make all the necessary corrections, revisions, and changes to the plans, specifications, and Engineer's Estimate as noted in the PS&E Review.

Tasks Include:

- Make revisions/additions

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- Compile final package
- Submit final package to Project Manager
- Complete Final Plans Check List
- Prepare and submit Transit and Grade Books
- Reassess Contract Time

Task 85P PREPARE ADVERTISING PLAN SET

The Consultant will assist the UDOT Project Manager in the preparation of the project package for advertising. The Consultant will be responsible to insure all the following tasks are complete and the advertising package is compatible with UDOT advertising policy. The Consultant will work with the Advertising on any and all necessary corrections in order to advertise the project.

Tasks Include:

- Review plans, specials, summary sheets, PDBS, estimates, and Measurement and Payment for completeness, clarity, and comments.
- Verify that the package conforms to PS & E minutes resolution report
- Review for compliance with Final Plan Check List
- Obtain approval of package from the Region Preconstruction Engineer and have the plans signed.
- Complete R-709, T-725, and Federal-aid Statistical Report
- Complete Checklist for Advertising (see Forms Appendix)
- Prepare plan set for electronic advertising (iplot set for plans, pdf for spec book)
- Prepare Advertising Information Sheet (See Forms Appendix)
- Prepare a copy of Project files. Include the following items:
 - Environmental Document
 - Design Study Report
 - Minutes of Meetings
 - Correspondence with Government Agencies and Property Owners.
 - Any Design Exceptions that may have been processed after the Design Study Report was approved.

Task 90P ADVERTISE PROJECT

The Consultant will be available during the Pre-Bid Meeting and throughout the advertise timeframe to answer questions from the contractors.

Task 01Q FOLLOW THROUGH CONSTRUCTION

The Consultant will be retained through the construction process to aid in constructability issues and to answer design questions.

B. Communication Plan and Documentation

- The Consultant will be draft a communication plan to insure all stakeholders are informed.
- The Consultant will be responsible to take all meeting minutes for all meetings attended by the Consultant and will be required to distribute the minutes to all attendees within 48 hours of meetings. The Consultant will also be responsible

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to address any comments and correct and re-distribute said minutes as well as keeping a project file on meeting minutes to insure all stakeholder's comments are addressed in the design of the project.

C. QC/QA Plan Requirements

- The Consultant will prepare, distribute, and implement the Quality Control/Quality Assurance Plan for the project. The Department has adopted new QC/QA standards and the consultant must meet or exceed these requirements. The Standard may be found on the UDOT Web site udot.utah.gov under “Doing Business > Consultant and Designer Resources > Quality Control/Quality Assurance” or udot.utah.gov/index.php/m=c/tid=650.
- Document Control: All documents will be maintained in both an electronic and hard copy form. Each document will have a uniquely specific location in both electronic and hard copy formats.

D. Department Furnished Items

- UDOT Standards, Policies, and Reference Materials (available online at the UDOT Web site udot.utah.gov under “Doing Business > Standards, Policies, and Reference Materials” or udot.utah.gov/index.php?m=c&tid=77)
- UDOT Consultant Services Manual of Instruction (available online at the UDOT Web site udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Manuals” or udot.utah.gov/index.php?m=c&tid=615)